June 2014

Dear Veterans Upward Bound Project Director:

The new annual performance report (APR) for the Veterans Upward Bound program was approved by the Office of Management and Budget (OMB) on May 12, 2014 and was posted to our Web site on May 30, 2014.

After testing the new APR Web application, we determined that we needed to make a few changes to the APR form and instructions which are discussed under the "Revisions to the APR Form Following Testing" section of this letter. We have also updated the APR form and instructions on our Web site; please refer to the revised versions, dated June 2014. *Please review the changes to these documents carefully.*

You must use the new, approved report to submit your APR data for program year 2012-13. The Web application you will use to submit your report will "go live" by June 30, 2014; **the due date for submitting your APR is August 1, 2014**. You may find the updated APR form and instructions, plus links to the secured APR Web site maintained by our contractor, at:

http://www2.ed.gov/programs/triovub/report.html

We strongly encourage you to submit the completed APR as soon as possible, but no later than August 1. The U.S. Department of Education uses the APR data in making decisions regarding continuation funding; therefore, **it is imperative that VUB projects submit by the APR due date**, since these decisions for the 2014-15 project year need to be made promptly after the deadline.

The Department, in an effort to assist projects and to maximize accuracy, will allow grantees to download a data file that "crosswalks," to the extent possible, the data submitted in the 2011-12 APR to the comparable data fields in the new APR for 2012-13 (e.g., student name, date of first service). A grantee who chooses to use the "crosswalk" file would only need to update data fields that may change (e.g., participant status), add information for the new data fields, as appropriate, and add records for new students served in 2012-13. **Nonetheless, before submitting your APRs, please check the crosswalked data as it is your responsibility to ensure that the APR data you submit for 2012-13 is indeed correct.**

Completing the APR

Do not rely on the Web application alone to prepare your APR. The Department has revised the VUB APR used during the previous grant cycle to address statutory changes to the programs and to incorporate the new standard objectives for the 2012-17 cycle. Since presenting the APR in a Web application entails condensing some information available in the text version, it will be

in grantees' best interest to familiarize themselves thoroughly with the new, complete APR and its General Instructions, available at the Web address above.

Timeframe for various data fields: Furthermore, be sure to pay attention to specific instructions regarding the point in time that data fields are intended to reflect, such as "at date of first service," "for reporting year," or "as of the date on which the APR is submitted." Given that we are unfortunately gathering APR data long after the end of reporting year 2012–13, take care to keep that year's end date in mind--August 31, 2013 for most grantees and September 30, 2013 for the remaining projects. For any field annotated "for the reporting year," do not include data that reflects a participant's situation beyond August 31 or September 30, 2013. For example, if a participant was first served in the reporting year (2012–13), his or her Participant Status (field #26) should be New, even though that participant is, at this moment, "Continuing," "Reentry," "Prior-year," or "Unknown."

Reentry participants: For any project directors who did not notice it during the comment periods, I would like to draw your attention to the definition of a reentry participant in the Participant Status field (#26), which notes that an individual who enrolled in a program of postsecondary education after leaving the VUB program is no longer eligible to reenter VUB. For the **2013–14** APR, we plan to have a "message" (that is, a data validation that will not keep you from submitting your APR) to that effect; for 2014–15, the data validation will be fully operational.

Revisions to the APR Form Following Testing of New APR Web Application

- Deferred Calculation of Postsecondary Education Enrollment Cohorts (Field #38) Based on Previously Submitted APR Data; Deferred Response to Postsecondary Remediation (Field #42)

The postsecondary education enrollment cohort (field #38) will be used to form the denominator for each project's postsecondary completion prior experience (PE) objective and for two of the program's performance measures. The Department has been working to establish participants' cohort years for 2007–11 based on data submitted in projects' previous APRs, but as of this time we do not have full confidence in our calculations. We are continuing work on establishing cohorts and will complete this effort before the 2013–14 APR, the first year in which PE calculations will be made. The online Web application for 2012–13 therefore provides only one option for field #38: "0 = Not applicable in 2012–13 APR." Since the Postsecondary Remediation field (#42) requires use of the postsecondary education enrollment cohorts, this field also has the same single option.

- Additional Option for VUB Completion Year (Field #31)

In testing the APR, we realized that calculations employing data from the VUB Educational Program Completion Year field (#31) will work successfully only if 2013 is added to the

options; we have therefore made this change and have specified that data for fields #30 through 32 should reflect information available to the project as of the date the APR is submitted.

The Help Desk

If you encounter technical problems accessing the Web site or using the Web application, please contact the Help Desk by either telephone at (703) 846-8248 or e-mail at generaltrio@cbmiweb.com. Please note that the Help Desk will try to contact projects within 24 hours of receiving the telephone call or e-mail. The Help Desk will be available to respond to your questions on weekdays from the "go-live" date until August 1, 2014. During peak times, it may take longer for you to receive a response; thus, I encourage you to prepare and submit your performance report as soon as you have collected complete data.

After electronically submitting the APR, please submit a signed copy of the Section I Cover Page by scanning and uploading it directly into the APR site. Should you have any issues or concerns with uploading the Section I Cover Page, please contact the Help Desk.

 If there is a need to revise the APR after it has been submitted please contact the Help Desk for assistance. Please note that the Department will only accommodate revisions until the due date for submitting the APR. For any questions regarding the APR requirements, please contact your Program Specialist directly; to ascertain your Program Specialist's name, telephone number, and e-mail address, please visit: http://www2.ed.gov/about/offices/list/ope/trio/staffdirectory-cupt.html

Thank you for the time and effort you devote to the performance reporting period each year and for your commitment to providing complete and accurate data. Please retain source documents in a readily accessible form so that they can be verified during an on-site visit.

Sincerely,

Gaby Watts
Director
TRIO Upward Bound and Educational Opportunity Centers Division
Student Service